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23 August 1979

MEMORANDUM FOR: Deputy Director for Operations

THROUGH : Chief, Policy and Coordination Staff

FROM :
DDO Representative to the Agency Energy Committee

SUBJECT : Formation of a Directorate Energy Committee

1. On 8 August the Agency's Energy Committee held its initial organizing session, attended by a representative from each Directorate, the Office of Communications, the Office of Personnel, and the Office of Data Processing. The Committee is chaired by the Director of Logistics.

2. The goal of the Committee is to minimize the impact of the energy crisis on Agency operations and personnel while at the same time ensuring that the Agency is in compliance with Federal energy directives. More specifically, the Committee will act as a filter for the energy-saving suggestions submitted by employees, promulgate energy policy, and provide feedback to the Director of Logistics.

3. Government Departments and Agencies are under a current directive to reduce fuel consumption by 10% and overall energy use by 5%. In order to meet this and future energy-saving goals, the Committee will be looking to Agency personnel for useful ideas and help in putting these ideas into effect. As a vehicle for directing this effort within the DDO, the Director of Logistics requests that we establish a Directorate Energy Committee. In addition to soliciting, screening, and developing suggestions, the Directorate Committee will assist in promulgating and overseeing compliance with energy policy within the DDO.

4. With your concurrence, I will form a Directorate Energy Committee composed of junior and middle-grade officers, with a representative from each operating division and IMS.

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John N. McMahon

Deputy Director for Operations

cc: Director of Logistics

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